



**PROJECT DIRECTOR I
PROJECT DIRECTOR II
PROJECT DIRECTOR III**
Final Filing Date: Continuous Filing

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the California Department of Correction and Rehabilitations (CDCR) during this testing period. CDCR testing period(s) are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Selection Services **Office of Selection Services**
P.O. Box 942883 **1515 “S” Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin. Examination(s) will be conducted in Sacramento **only**.

SALARY RANGE(S) **As of November 29, 2007**

Project Director I:
\$6,271 - \$7,616

Project Director II:
\$7,371 - \$8,955

Project Director III:
\$8,097 - \$9,842

MINIMUM QUALIFICATIONS Equivalent to graduation from college with major work in architecture, engineering, construction management, or closely related field. (Additional qualifying experience may be substituted for the required education with two years of experience being counted as one year of the required education.)
And

PROJECT DIRECTOR I

Either I
Two years of experience in California state service in the class Architectural Project Production Analyst.

Or II
One year of experience in the class Associate Estimator of Building Construction, Associate Construction Analyst, or Architectural Associate.

Or III
Three years of varied experience in architecture, engineering or construction management at least 50% of which shall have been in the planning, estimating or administration of projects resulting in a building or structure being constructed.

PROJECT DIRECTOR II

Either I
Two years of experience performing duties of a Project Director I. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or II
Four years of varied experience in architecture, engineering or construction management, two years of which shall have been in planning, estimating or administration of projects which resulted in a building or structure being constructed. (Experience in the California state service applied to this pattern must include two years performing duties in a class with a level of responsibility equivalent to a Project Director I.)

MINIMUM
QUALIFICATIONS
(Continued)

PROJECT DIRECTOR III

Either I

Two years of experience performing the duties of a Project Director II. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or II

Four years of experience performing the duties of a Project Director I. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or III

Broad and extensive (more than five years) experience in architecture, engineering or construction management, five years of which shall have been in the capacity of a project manager of large or complex capital outlay projects which resulted in buildings or structures being completed. (Experience in the California state service applied to this pattern must include either two years in a class with a level of responsibility equivalent to a Project Director II or four years in a class with a level of responsibility equivalent to a Project Director I.)

Additional Desirable Qualifications:

Possession of a valid certificate of registration as an Architect issued by the California Board of Architectural Examiners or a valid certificate of registration as Civil, Structural, Mechanical or Electrical Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Project Director I, II :

A.. Knowledge of:

- 1. All phases of the State's capital outlay process
- 2. Architecture
- 3. Details of planning, designing and constructing public buildings
- 4. Architectural building materials
- 5. Costs, codes and construction methods
- 6. Structural, electrical and mechanical engineering as related to buildings
- 7. Principles of budgeting as related to the capital outlay process
- 8. Use and application of computers in capital outlay project monitoring.

B. Ability to:

- 1. Analyze comprehensive architectural designs
- 2. Present information clearly and effectively in pictorial and written forms
- 3. Analyze situations accurately and adopt an effective course of action

Project Director III:

A. Knowledge of:

- 1. All phases of the State's capital outlay process
- 2. Architecture
- 3. Detail of planning, designing, and constructing public building
- 4. Architectural building materials
- 5. Cost, codes and construction methods
- 6. Structural, electrical and mechanical engineering as related to buildings
- 7. Principles of budgeting as related to the capital outlay process
- 8. Use and application of computers in capital outlay project monitoring
- 9. Methods of organization and personnel management;
- 10. Principles of budgeting
- 11. The Department's Equal Employment Opportunity Program objectives
- 12. A manager's role in the Equal Employment Opportunity Action Program, and the processes available to meet

B. Ability to:

- 1. Analyze comprehensive architectural designs
- 2. Present information clearly and effectively in pictorial and written forms
- 3. Analyze situations and adopt an effective course of action
- 4. Direct the work of a group of project Directors
- 5. Effectively contribute to the Department's affirmative action objectives.

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The **Project Director I** under close supervision, provide oversight and management of the less complex and less sensitive capital outlay projects. Types of projects assigned to Project Directors I would be smaller. Project Director I maybe responsible for projects such as installation of smaller water treatment and sewage systems and the new or replacement construction of smaller warehouses, single-story office structures, smaller parks and recreation projects, and individual support facilities at the various types of institutions. The common denominator for these types of projects is that they tend to be new construction and types of facilities which have been constructed many times previously.

The **Project Director II** is the full journey level position. Under limited supervision, the Project Director II is responsible for providing oversight and management of major capital outlay projects from the planning phase through the design and construction phase. The Project Director II is assigned several projects, the number of which depend upon their size and complexity. Incumbents in this class may act independently as the Department's representative with consulting firms and are responsible for ensuring that the final product reflects the original scope and budget requirements. These projects tend to be larger in scope and dollar amount, thereby increasing the potential for larger change orders, and consequence of error.

The **Project Director III** incumbents in this class will supervise the Project Support Section or manage the most complex and sensitive Capital Outlay projects. Examples of these types of projects are the construction of multi - tenant, multi-story office structures in a major urban environment, new institutions (e.g., Youth Authority facility), large specialized facilities (e.g., grandstands, large laboratories, etc.) and projects which are more sensitive to local communities or State Government. The Project Director III has the authority to act independently or as a team leader representing the Department with consulting firms and is responsible for ensuring that the final product of the project or program team reflects the original scope and budget requirements

Position(s) exist in Sacramento with the Department of Corrections and Rehabilitations.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS